



REQUEST FOR QUOTATION

PROJECT: PROVISION OF ACCOMMODATION, MEALS, AND VENUE FOR THE CONDUCT OF THE YEAR END ASSESSMENT, OPERATIONAL PLANNING 2025 AND PREPARATION OF FY 2026 PLAN AND BUDGET PROPOSAL ON FEBRUARY 2-5, 2025

Purchase Request No.: 2501 - 012

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the sum of ₱ 561,600.00, being the Agency Estimate, to payments under the contract for the **“Provision of Accommodation, Meals, and Venue for the Conduct of the Year End Assessment, Operational Planning 2025 and Preparation of FY 2026 Plan and Budget Proposal on February 2-5, 2025”**. Quotations exceeding the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Provision of Accommodation, Meals, and Venue for the Conduct of the Year End Assessment, Operational Planning 2025 and Preparation of FY 2026 Plan and Budget Proposal on February 2-5, 2025”**. Delivery of Goods/Services is required for the said period and after the issuance of Purchase Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit¹** and **Certificate of PhilGEPS Registration** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement²** (for ABC's above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return³** (for ABC's above Php 500k) will also be required to be submitted.
5. Quotations must be delivered to the address below on or before January 24, 2025, at 5 P.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO
National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue corner
Scout Reyes St., Quezon City
Tel No. 8 372 3193;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Bids and Awards Form No. Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION Scout Reyes St. cor Panay Ave., QC	Quotation Form	No. _____
		Date: _____
Name of Company	QUOTED BY: Signature over Printed Name	
Contact No.	Date: _____ Position/Designation	

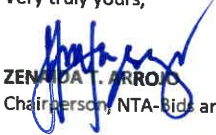
Please quote us your net government price, taxes included, on each of the following:

Lot	Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (PhP)	Complied	
						(Y or N)	BID PRICE
Lot 1	1	Lot	Provision of Accommodation, Meals, and Venue for the Conduct of the Year End Assessment, Operational Planning 2025 and Preparation of FY 2026 Plan and Budget Proposal Accommodation: February 2 - 4, 2025 (52 pax) Meals: February 2, 2025 Dinner (52 pax) February 3 and 4, 2025 Breakfast (52 pax) Lunch (52 pax) PM Snacks (52 pax) Dinner (52 pax) February 5, 2025 Breakfast (52 pax) Baguio City within Camp John Hay Provision of venue good for 52 pax Conference/training room with tables and chairs Conference Room Facilities: Conference room with sound proof panel Activity areas/breakout rooms for workshop Free use of LCD projector, screen and pointer, and Wi-Fi Internet White board with markers/flip chart/rostrum/podium Free flowing coffee and bottomless ice tea Free use of sound system and sound technician services Welcome drinks and streamer Wide parking area ***nothing follows***		561,600.00		

Period of Delivery: Delivery of Goods/Services is required for the said period and after the issuance of Purchase Order

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,


 ZENDA M. ARROYO
 Chairperson, NTA-Bids and Awards Committee (NTA-BAC)